

Edith B. Ford Memorial Library
Ovid, NY
Regular Meeting of the Board of Trustees

DATE: December 14, 2017

TIME: 5:30 – 7:00 pm

MEETING CALLED TO ORDER

ABSENT TRUSTEE(S): Currie

GUESTS:

APPROVE AGENDA*

APPROVE MINUTES: November 16, 2017*

PERIOD for PUBLIC EXPRESSION

TREASURER'S REPORT – including report of internal audits for the past month

MOTION TO APPROVE ALL EXPENSES AS PRESENTED/PAID BY TREASURER*

DIRECTOR'S REPORT - Shannon O'Connor

- Advocacy/Sustainability/Fundraising -
- Building/Grounds/Equipment –O'Connor
 - Damage to a stained glass window
- Capital Campaign –
- Executive/Board Development/Advocacy –
 - HATS mini webinars to start in February
- Finance - Jauquet
- Nominating Committee - Currie, Schwartzberg
 - Board seats 5, 7, 8, 9
- Personnel - Schwartzberg
 - HRA, Staff health coverage, paid family leave
 - Recommendations for staff salaries for 2018
- Steering Committee - Construction – Willson

ANNOUNCEMENTS/CORRESPONDENCE

- Annual Meeting will be January 18. Reminder that written reports are required from all committees, director, treasurer, and board president.

UNFINISHED BUSINESS

- School tax levies for 2018 discussion
- Review of expansion costs

NEW BUSINESS

- Preparation for Annual Meeting
- Election of board officers for 2018*
- Bonding staff who handle money*

PERIOD for PUBLIC EXPRESSION

ADJOURN

NEXT MEETING: January 18 at 5:00pm

***Action Required**

**Edith B. Ford Memorial Library
Ovid, NY
Board of Trustees, Minutes of Meeting**

Meeting Date: 16 November, 2017

A regular meeting of the Trustees of the Edith B. Ford Memorial Library was held at the library.

Present: Sally Eller, Jean Currie, Barbara Gerlach, Mark Jauquet, Mary Lou Schwartzberg, Shannon O'Connor

Excused: Honorine Rock, Chris Willson

Guest: Bruce Craft

Call to order: President Eller called the meeting to order at 5:30pm. A quorum was present.

Approve Agenda: Motion by Currie to approve the agenda. Motion passed.

Approve Minutes: Motion by Gerlach to approve the minutes of 21 October, 2017. Motion passed.

Approval of Expenses and Treasurer's Report: Motion by Gerlach to approve all expenses as presented/paid by the Treasurer. Motion passed. The internal audit of the financial records carried out by the Internal Audit Committee was satisfactory.

Motion by Jauquet to submit a letter to the Community Bank to terminate the Irrevocable Trust with the proceeds to be used to expand the building. Motion passed.

Motion by Jauquet to invest the Anonymous Donor's payment of \$270,000 due in December to Fidelity per the Investment Policy. Motion passed.

Motion by Gerlach to increase the amount of petty cash available to \$100. Motion passed.

He noted that MacDonald stock gifted to the Capital Campaign was sold and put into the Fidelity fund as cash. Jauquet also provided a report on the Investment Accounts showing allocation and performance.

Directors' Report: O'Connor noted the following in addition to her written report:

- Abbey and Hodde are working on consistency in library branding.
- There are lots of kids coming after school with lots to do and large appetites for the snacks.
- She noted a problem with sales tax on small purchases by staff due to difficulties in getting vendors to deal with tax exemption. The Board agreed that this should be reimbursed along with the purchase reimbursement.

Committee Reports:

✧ *Advocacy/Sustainability/Fundraising:* No report.

✧ *Building/Grounds/Equipment:* No report.

✧ *Executive/Board Development:* Currie had provided a written report on the recent NYLA Conference which had very useful programs for library trustees.

✧ *Building Expansion/Capital Campaign:* Currie noted that the general public campaign is underway with letters to several hundred recipients. The campaign has reached 80% of its goal.

✧ *Building Expansion/Steering:* Eller noted the following:

- Eller, O'Connor, SWBR and Pike had a conversation to clarify some issues of the construction.
- SWBR & Pike will attempt to keep the building costs to \$1.9 million but the proposed site design (patios, landscaping etc.) is expensive and cannot be done for this cost. We suggested doing a "plain" site design for the meantime and plan the more complex version for later.
- Pike want names of potential subcontractors.
- SWBR will see if they can design an exterior emergency stairwell to both deal with a light issue due to reduced windows in the existing building and to reduce costs.
- Pike will provide a new GMP based on revised plans.
- There is a question of whether there is asbestos in the existing roof – a test bore is require and how that is repaired is dependent on finding the original information about the roofing contract.
- This committee needs to review and clarify all potential costs.

✧ *Finance:* Reports of Finance Committee meetings had been provided to the Board.

✧ *Personnel:* Motion by Schwartzberg to fund the HRA for staff as budgeted at \$6,300 for 2018 and to not roll over any remaining funds from 2017. Motion passed.

She noted that a health navigator will meet with staff on 13 December to review health insurance.

Paid Family Leave will begin January 1, 2018 and will be phased in over four years. It will be paid within our Disability Insurance and is included in the budget.

✧ *Nominating:* Currie reported on the proposed slate of officers for 2018:

- President: Eller
- Vice President: Schwartzberg
- Secretary: Currie
- Treasurer; Jauquet

One potential board member was interested but could not make Thursday meetings. The Board decided to not change the current meeting date and time.

Announcements/Correspondence:

- Buffalo Street Book Fair is December 9.
- The Annual Meeting will be January 18 and reports are needed from committee chairs.

Unfinished Business: None.

New Business:

- Tax Override: Motion by Currie to approve the following resolution:
Resolved that, pursuant to General Municipal Law 3-c(5), the Board of Trustees of the Edith B. Ford Memorial Library, Ovid, NY overrides, for the 2018 fiscal year, the tax levy limit imposed by Municipal Law 3-c(3). Motion passed with the following votes: 6 for and 2 absent.
- Budget for 2018: Jauquet presented a proposed budget for 2018. The Finance Committee had

reviewed several drafts and recommended passage of Draft #3. Motion by Brown to approve Draft #3 of the Budget for 2018. Motion passed.

- School Tax Levies: The library will request an additional \$5,000 from SCCSD and \$2,000 from the RSD.
- Library Closed Dates: Motion by Currie to approve the library closed dates for 2018. Motion passed.
- Investment Policy: Motion by Jauquet to approve the Investment Policy with no changes. Motion passed.

Period for Public Expression: None

Adjourn: The meeting adjourned at 7pm.

Next Meeting: December 14, 2017 at 5:30pm.

Approved December 14, 2017 Signed minutes can be found at the library
Date of approval *Jean Currie, Secretary*

Unless otherwise noted, "motion passed" signifies a unanimous vote.

Edith B. Ford Memorial Library Treasurer's Report

12/12/2017

Operating Accounts		\$353,701	
CommBank	Check	\$4,440.34	0%
CommBank	Savings	\$397,088.85	0.05%
Buffalo St Books	Gift	\$128.90	0%
Petty Cash		\$50.00	0%
PayPal		\$2,653.84	0%
FLFCU	CD#42	\$0.00	0.4% Jun'17
CD		\$10,497.09	1.97%
	Pending Transfer to FLFCU	-61,157.90	

Capital Funds Balance		\$310,969.22
FLFCU Savings (0.08%)		20.26
FLFCU Money Market (0.1501%)		566,941.08
FLFCU Checking (0%)		1,000.00
Pending Transfer from CB Sav		61,157.90
Cash Available		629,119.24
Borrowed from Endowment		-318,150.02
CC: Secured \$2,067,562 of \$2.5M Goal		83%
CC: Expenditures \$274,965 of \$2.5M		11%

Income	Amount	Budget	Trg:95%
Endowment Disbursement	31,364.00	31,364	100%
Tax Levy (SSCS)	40,000.00	40,000	100%
Tax Levy (Romulus)	14,000.00	14,000	100%
NYS Local Library ServAid	2,115.11	1,900	111%
Seneca County	10,580.00	9,500	111%
Town of Romulus	3,500.00	3,500	100%
Town of Ovid	3,500.00	3,500	100%
Village of Ovid	0.00	150	0%
Copy Fees	1,122.63	1,000	112%
Fines	993.49	1,500	66%
Association (Business)	1,285.00	1,200	107%
Donations	13,467.75	7,000	192%
Anonymous Donor	270,000.00	60,518	446%
Bank Interest	204.46	180	114%
Other (BookSale)	735.01	600	123%
Total	392,867.45	175,912	223%
With Assn Memberships		187,912	

Endowment		\$1,777,059
CommBank Irrevocable TR		285,109.76
Fidelity Investments		1,173,799.43
Loan to Capital Funds		318,150.02

Community Bank Irrevocable Trust		
Beginning Balance		276,011.21
Add/Distributions		-4,541.94
YTD Net Gains	4.9%	13,640.49
Ending Balance		285,109.76

Fidelity Investments		
Beginning Balance		1,014,041.83
Add/Distributions		25,154.43
YTD Net Gains	13.3%	134,603.17
Ending Balance		1,173,799.43

Expenses	Amount	Budget	Trg:95%
Polaris	5,800.00	6,198	94%
Salaries	115,468.42	115,616	100%
Salaries (extra/overtime)	2,625.04	1,500	175%
Payroll Tax Expense	9,124.86	8,577	106%
Insurance (Medical)	3,311.83	9,411	35%
Insurance (HRA)	3,604.86	6,300	57%
Travel and Conferences	1,380.91	2,000	69%
Publicity and Advertising	1,556.73	1,700	92%
Supplies (Toner/Copier)	1,551.00	1,200	129%
Supplies (Other)	1,717.32	1,500	114%
Postage	771.29	600	129%
Telephone	564.89	550	103%
Electricity	2,607.21	3,000	87%
Fuel	2,533.40	4,000	63%
Water and Sewer	570.00	600	95%
Building Maintenance	4,559.38	7,000	65%
Alarm Services	384.00	650	59%
Insurance (Workers Comp)	-365.82	1,400	-26%
Insurance (Disability)	524.66	350	150%
Insurance (Commercial)	2,247.79	2,500	90%
Insurance (Directors)	878.00	900	98%
Accounting Services	743.83	700	106%
Investment Fees	1,723.68	3,360	51%
Dues and Donations	676.00	300	225%
Legal	987.70	1,000	99%
Total	165,546.98	180,912	92%
With Books, Programs, Tech		192,912	

Grant Balance		15,459.51
ALA Teen Intern 2017		0.00
Delavan 2017		2,401.43
FLCAG 2017		0.00
FLLS Tech 2016		0.00
FLLS Uploading 2017		1,388.49
Friends of TCPL 2016		0.00
NYS Bullet Aid 2014		0.00
NYS Humanities 2017		0.00
Rosen Lift 2016		119.99
Rosen Lift 2017		8,840.42
Rosen SRP 2017		0.00
South Central Regional Library		2,709.18

Grant Expenditures		35,751.07
Programs		28,801.26
Books		3,125.57
Other		3,824.24
New 2017 Grant Monies		34,728.44

2018 Association Member				Trg:20%
	Total	Budget		%
Collected	8,845.00	12,000		74%
Need:\$8340 Arch:\$200 Prg:\$170 Books:\$135				
Expenditures				
Books	2,043.84	7,000		29%
Elect. Media	606.40	1,500		40%
Programs	581.70	2,500		23%
Archive	416.97	1,500		28%
Total	3,648.91	12,500		29%

\$25,000 reserved for extra salaries 2018/2019/2020

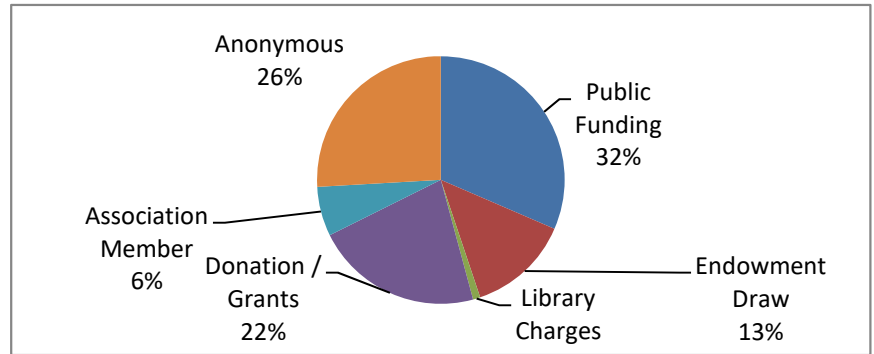
Edith B. Ford Memorial Library Treasurer's Report

REPORT:12/31/17

The Edith B. Ford Memorial Library had a solid year financially. Revenue exceeded budget by just under \$10,000, thanks mostly to greater than expected donations (+\$6,800). Expenses came in under budget, mostly because of unused insurance money. Salaries were over budget, but this was expected/approved by the board. The result is roughly a \$10,000 surplus.

Revenue (incl Grants, excl CC)

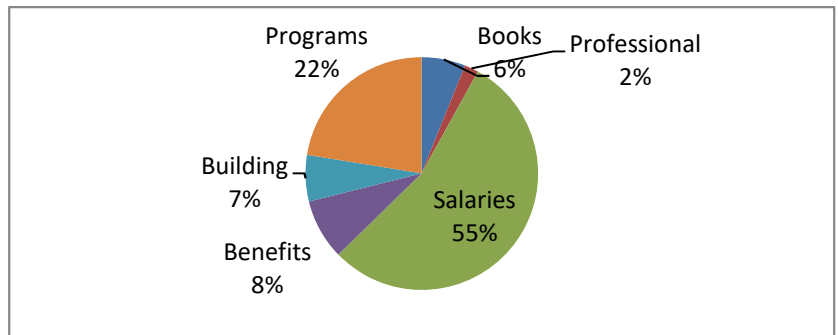
Public Funding	\$73,695
Endowment Draw	\$31,364
Library Charges	\$2,179
Donation / Grants	\$51,241
Association Member	\$15,120
Anonymous	\$60,613
Totals	\$234,212



1) A \$211,832 gift from an Anonymous Donor is NOT included in the above, as this was added to our endowment, enabling the library to provide services to the community into the future.

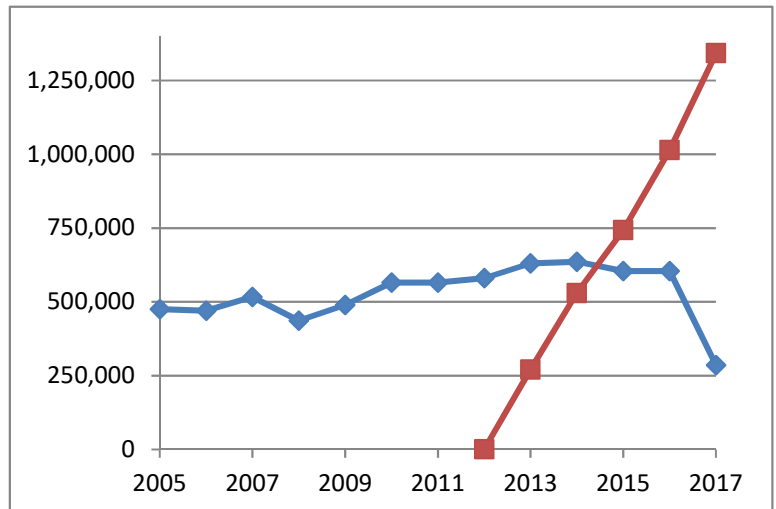
Expenses (incl Grants, excl CC)

Books	\$14,114
Professional	\$4,478
Salaries	\$127,002
Benefits	\$19,446
Building	\$14,961
Programs	\$52,069
Total	\$232,070



Endowment Value

Year	CB	Fid
2005	\$475,645	
2006	\$470,217	
2007	\$516,806	
2008	\$436,446	
2009	\$489,411	
2010	\$565,421	
2011	\$564,963	
2012	\$580,454	\$0
2013	\$630,277	\$270,000
2014	\$636,136	\$529,806
2015	\$603,877	\$743,537
2016	\$604,883	\$1,014,042
2017	285109.8	1342549.31



Edith B. Ford Memorial Library

REPORT:12/31/17

Balance Sheet

Assets			
Current Assets			
Operating Accounts			Operating Accounts 229134.72
Community Bank Checking	\$4,675.30		Pending transfer -94020.07
Community Bank Savings	\$218,888.38		Uncashed CB Checks -2384.93
Buffalo Street Books Credit	\$128.90		Total Operating Accounts 132729.72
Petty Cash	\$100.00		Capital Campaign 578523.72
PayPal	\$5,342.14		pending transfer 94020.07
Total Operating Accounts	\$229,134.72		pending transfer -340000
Capital Campaign Accounts			Uncashed FL Checks 0
FLFCU Savings	\$20.26		Total Capital Campaign 332543.79
FLFCU Money Market	\$567,323.37		Endowment 1,652,813.50
FLFCU Checking	\$683.00		Pending transfer 340,000.00
CD	\$10,497.09		Total Endowment 1,992,813.50
Total Campaign Accounts	\$578,523.72		
Endowment			
Community Bank FND	\$0.00		
Community Bank Irrev Trust	\$285,109.76		
Fidelity Investments	\$1,367,703.74		
Total Investment Accounts	\$1,652,813.50		
Total Current Assets	\$2,460,471.94		
Fixed Assets			
Building and Improvements			
Depreciation	-\$248,250.00		
Original Cost	\$436,644.84		
Buildings and Improvements	\$0.00		
Total Building and Improvements	\$188,394.84		
Equipment, Furniture and Fixture			
Depreciation	-\$80,567.00		
Original Cost	\$83,618.39		
Equipment, Furniture & Fixture	\$1,815.78		
Total Equipment, Furniture and Fixture	\$4,867.17		
Land	\$72,036.00		
Total Fixed Assets	\$265,298.01		
Total Assets	\$2,725,769.95		

Liabilities & Equities

Liabilities	
Federal and FICA Withheld	\$3,586.19
NYS Employment Payable	\$498.44
Uncashed FL Checks	\$0.00
Uncashed CB Checks	\$2,384.93
Total Liabilities	\$6,469.56
Equity	
Permanently Restricted Fund Balance	\$285,109.76
Temporarily Restricted Fund Balance	\$354,012.72
Unrestricted Fund Balance	\$1,443,704.00
Net Income	\$642,943.47
Total Equity	\$2,725,769.95

Total Liabilities and Equity

Edith B. Ford Memorial Library

REPORT:12/31/17

Restricted Fund Balance Supplemental Schedule

Permanently Restricted Fund Balance	
Community Bank Irrevocable Trust	\$285,109.76
Total	<u>285109.76</u>

Temporarily Restricted Fund Balance	
Store Credit (Buffalo Street Books)	\$128.90
Grant Balance (G52:Rosen Lift 2017)	\$8,420.69
Grant Balance (G42:Rosen Lift 2016)	\$0.00
Grant Balance (G57:FLLS Uploading)	\$1,369.11
Grant Balance (G59:Delavan 2017)	\$2,401.43
Grant Balance (G58:South Central Regional Library C	\$2,675.27
Sub-Total	\$14,995.40
Donation Balance (D26:Capital Campaign)	\$332,543.79
Donation Balance (D27:Tributes)	\$793.08
Donation Balance (D13:Passthru Donations)	\$889.63
Donation Balance (D33:Assn Books)	\$75.00
Donation Balance (D17:Assn Tech)	\$200.00
Donation Balance (D18:Assn Needs)	\$4,515.82
Total	\$ 354,012.72

Edith B. Ford Memorial Library

REPORT:12/31/17

Profit/Loss Compared to Budget

Budgeted Income	Library	Budget		With Grants	Total
Endowment Distribution	\$31,364.00	\$31,364	100%	\$0.00	\$31,364.00
Tax Levy (SSCS)	\$40,000.00	\$40,000	100%	\$0.00	\$40,000.00
Tax Levy (Romulus)	\$14,000.00	\$14,000	100%	\$0.00	\$14,000.00
NYS Library Aid (via FLLS)	\$2,115.11	\$1,900	111%	\$0.00	\$2,115.11
Seneca County	\$10,580.00	\$9,500	111%	\$0.00	\$10,580.00
Town of Romulus	\$3,500.00	\$3,500	100%	\$0.00	\$3,500.00
Town of Ovid	\$3,500.00	\$3,500	100%	\$0.00	\$3,500.00
Village of Ovid	\$0.00	\$150	0%	\$0.00	\$0.00
Copy Fees	\$1,170.43	\$1,000	117%	\$0.00	\$1,170.43
Fines	\$1,008.79	\$1,500	67%	\$0.00	\$1,008.79
Association Members	\$0.00	\$0	n/a	\$13,585.00	\$13,585.00
Business Association Members	\$1,285.00	\$1,200	107%	\$250.00	\$1,535.00
Donations	\$13,805.36	\$7,000	197%	\$35,911.87	\$49,717.23
Anonymous Donor	\$60,612.52	\$60,518	100%	\$209,387.48	\$270,000.00
Bank Interest	\$212.48	\$180	118%	\$314.93	\$527.41
Book Sale	\$996.01	\$600	166%	\$0.00	\$996.01
Total Budgeted Revenue	\$184,149.70	\$175,912	105%	\$259,449.28	\$443,598.98
With Association Memberships		\$12,000			
With Capital Campaign Donations				\$299,072.60	\$299,072.60
With State Construction Grants & Bullet				\$174,360.00	\$174,360.00
Total	\$184,149.70	\$187,912		\$732,881.88	\$917,031.58

Edith B. Ford Memorial Library
Profit/Loss Compared to Budget

REPORT:12/31/17

Budgeted Expenses	Library	Budget		With Grants	Total
Polaris	\$5,800.00	\$6,198	94%	\$0.00	\$5,800.00
Salaries	\$122,962.36	\$117,116	105%	\$4,040.00	\$127,002.36
Insurance (Medical)	\$3,682.55	\$9,411	39%	\$0.00	\$3,682.55
Insurance (HRA)	\$3,624.86	\$6,300	58%	\$0.00	\$3,624.86
Payroll Tax Expense	\$9,504.55	\$8,577	111%	\$920.38	\$10,424.93
Conferences	\$1,075.42	\$1,600	67%	\$0.00	\$1,075.42
Travel	\$305.49	\$400	76%	\$0.00	\$305.49
Publicity and Advertising	\$1,556.73	\$1,700	92%	\$0.00	\$1,556.73
Supplies	\$3,268.32	\$2,700	121%	\$3,043.90	\$6,312.22
Postage	\$771.29	\$600	129%	\$20.00	\$791.29
Telephone	\$616.31	\$550	112%	\$0.00	\$616.31
Electricity	\$3,063.87	\$3,000	102%	\$0.00	\$3,063.87
Fuel	\$2,533.40	\$4,000	63%	\$0.00	\$2,533.40
Water and Sewer	\$735.00	\$600	123%	\$0.00	\$735.00
Building Maintenance	\$5,291.34	\$7,000	76%	\$89.19	\$5,380.53
Building Equipment	\$0.00	\$0	n/a	\$0.00	\$0.00
Alarm Services	\$384.00	\$650	59%	\$0.00	\$384.00
Insurance (Workers Comp)	\$1,189.18	\$1,400	85%	\$0.00	\$1,189.18
Insurance (Disability)	\$524.66	\$350	150%	\$0.00	\$524.66
Insurance (Commercial)	\$2,247.79	\$2,500	90%	\$0.00	\$2,247.79
Insurance (Directors & Officers)	\$878.00	\$900	98%	\$0.00	\$878.00
Accounting Services	\$743.83	\$700	106%	\$18.00	\$761.83
Investment Fees	\$1,725.08	\$3,360	51%	\$317.52	\$2,042.60
Dues and Donations	\$796.00	\$300	265%	\$0.00	\$796.00
Legal	\$987.70	\$1,000	99%	\$0.00	\$987.70
Total Budgeted Expenses	\$174,267.73	\$180,912	96%	\$8,448.99	\$182,716.72
Books		\$6,500	0%	\$12,518.33	\$12,518.33
Electronic Media		\$1,500.00	0%	\$1,595.87	\$1,595.87
Activity/Programming Presenters		\$500.00	0%	\$22,877.19	\$22,877.19
Activity/Programming Other		\$1,500	0%	\$9,136.48	\$9,136.48
Technology-Upkeep		\$1,000	0%	\$2,357.57	\$2,357.57
Technology-Purchases		\$1,000	0%	\$1,856.42	\$1,856.42
Construction/Campaign				\$175,792.72	\$175,792.72
Total Expenses		\$192,912.00		\$234,583.57	\$408,851.30
Net Budgeted Income (Loss)	\$ 9,881.97	\$ (5,000.00)		\$ 498,298.31	\$ 508,180.28
Other Non-Budgeted Income					
Endowment Dividends & Interest	\$30,758.14			\$0.00	\$30,758.14
Endowment Realized Gains	\$19,161.71			\$0.00	\$19,161.71
Endowment Unrealized Gains	\$126,299.56			\$0.00	\$126,299.56
Less Endowment Transfers	-\$31,364.00			\$0.00	-\$31,364.00
Less Depreciation	-\$11,908.00			\$0.00	-\$11,908.00
Less Equipment Purchases	\$1,815.78			\$0.00	\$1,815.78
Less Building Purchases	\$0.00			\$0.00	\$0.00
Less Land Purchases	\$0.00			\$0.00	\$0.00
Total Non-Budgeted Income	\$134,763.19			\$0.00	\$134,763.19

Net Income (Loss)

\$498,298.31

642,943.47

Edith B. Ford Memorial Library

REPORT:12/31/17

Individual Line Item Variances Explained

Revenues

Seneca County	Actual	10,580.00	Budget	9,500.00
We underestimated the income from Seneca County.				
Fines	Actual	1,008.79	Budget	1,500.00
An improved email notification system has reduced fines.				
Donations	Actual	13,805.36	Budget	7,000.00
The Words & Wine brought in \$7,664.				
Book Sale	Actual	996.01	Budget	600.00
The Book Sale brought in more money this year.				

Expenses

Insurance (Medical)

Employees secured medical insurance from other resources. This may change in the future, so the library will continue to bu

Insurance (HRA)

Employees used less than the maximum.

Salaries	Actual	122,962.36	Budget	117,116.00
The Board approved an increase in Salaries.				
Payroll Tax Expense	Actual	9,504.55	Budget	8,577.00
Payroll tax expense increases as salaries increase.				
Fuel	Actual	2,533.40	Budget	4,000.00
Mild winter.				
Building Maintenance	Actual	5,291.34	Budget	7,000.00
This varies greatly year to year.				
Investment Fees	Actual	1,725.08	Budget	3,360.00
We closed the Community Bank Investment Accounts early.				

Edith B. Ford Memorial Library
Director's Report
Shannon O'Connor, Director
December 7, 2017

NOVEMBER HIGHLIGHTS:

We hosted a full Night Light Gourd Class with Graham Ottoson on November 7. Alan Lasko spoke to a large crowd on Tuesday, November 14 about Finger Lakes Grapes. Luke has been providing a weekly Computer Café on Wednesdays for adults with disabilities. Luke provides computer assistance for the adults and this FLLS sponsored program has been a tremendous success. Our Workforce placement, Lillian Morrow, has been conducting storytime on Fridays. She thoughtfully plans the stories and prepares activities for the children. We held a very successful Gingerbread House Decorating Party for 50 people on Saturday, December 2.

UPCOMING EVENTS:

We will be hosting NYS Maple Specialist Steve Childs on Saturday, December 16. This program was developed in conjunction with Cornell Cooperative Extension of Seneca County. We will have a Kid's Night Out Movie Party on Saturday, December 16 from 6-9pm. We will also host youth activities noon-2pm each day during the winter holiday break, December 26-29.

ASSOCIATION MEMBERSHIP:

As of December 11, 2017 the 2018 Association numbers stands at:

\$8,800 raised: \$8200 greatest need; \$190 Programs; \$210 Books; \$200 Archive
84 total members: 7 NEW; 77 Renewed

The final Association Numbers for 2017:

\$14,971 raised (\$808 MORE than last year's total of \$14,163)

CURRENT BAM:

For 2018 we have raised \$1610 so far.

Covert Funeral Home, LLC	10/27/2017	250
Myer Farm Distillers	10/27/2017	50
Seneca Coffee House, LLC	10/17/2017	10
Hosmer Winery	10/30/2017	100
Duthie Subtelny, DDS	10/31/2017	250
Boathouse Beer Garden	11/2/2017	50
Greased Lightning	8/12/2017	50
Senecayuga Properties	10/13/2016	
Captain Kinne House B&B	11/8/2017	250
Ovid-Willard Lion Club	11/27/2017	100
Ovid Fire Department	12/5/2017	500

FUNDRAISING:

We are still waiting to hear the results of the Buffalo Street Books Book Fair. The Winter Booksale had a strong start the first two days, however the winter weather has slowed sales the rest of the week. I am working with

Jennifer Cupp to set up a Paint Party Night for help raise money and awareness for the expansion. Sheldrake Point Vineyard has agreed to host our Words and Wine event on Friday, August 24, 2018.

OUTREACH:

We are still hosting the South Seneca Extended Day students Tuesday, Wednesday and Thursday of each week. I am scheduled to speak with the SSCSD board in January (date TBA). Sally and I attended the Three Bears Luncheon on November 11. Heather will be conducting a RCSD visit in December to do book talks for some of the classrooms.

GRANTS:

I submitted a final report for the Build a Better World SRP grant through the Rosen Foundation. I also submitted an interim report for LIFT. Heather submitted a mini-grant through FLLS to create new book kits for toddlers. I am working to complete a YALSA Teen Intern grant and two Rosen grants for 2018.

STAFF:

I attended a Seneca Shares meeting on Nov. 14; a FALCONS meeting on November 16 at FLLS; a Common Card billing meeting on November 20; and a grant writing workshop with Sally on November 30.

BUILDING AND GROUNDS

Geneva Glass repaired our back door and they have provided a quote to put plexiglass windows on the outside of our stained glass windows. Hubbard's Heating will look at our both of our leaking faucets and determine why the breaker keeps shutting off the hot water to the bathroom and they will replace the front doorway light. Bruce Craft fixed our water heater problem in the kitchenette.

CIRCULATION STATISTICS 2017

	Jan	Feb.	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Total Circ	2136	1901	2229	1913	1853	1952	2447	2677	2135	2196	2102	
Books	1139	953	1224	975	973	1053	1318	1424	2226	1285	1155	
BOT, BOCD, Music CD, Playaways	99	90	69	71	87	78	79	97	92	89	117	
Computer Transactions	219	212	221	264	186	263	309	342	189	216	188	
DVD	474	437	458	442	388	340	486	524	414	374	389	
e-content	93	69	50	29	53	68	76	77	66	67	74	
Electronic Resources (video games)	19	41	35	20	43	31	37	61	20	28	34	
ILL (out of system)	1	1	6	3	1	8	4	5	8	1	5	
Periodicals	68	47	121	75	102	73	108	117	87	93	106	
Media Device	8	13	9	8	7	2	7	10	11	17	8	
Multimedia Kits (book or art kits)	6	8	16	9	5	9	8	8	8	8	4	
Real Objects (archive room, board games)	20	30	20	7	8	27	15	12	12	14	22	

CIRCULATION COMPARISON **NOVEMBER** 2016-2017

	2016	2017
Total Circ	2023	2102
Books	1217	1155
BOT, BOCD, Music CD, Playaways	87	117
Computer Transactions	182	188
DVD	353	389
e-content	48	74
Electronic Resources	30	34
ILL (out of system)	7	5
Periodicals	62	106
Media Device	10	8
Multimedia Kits	4	4
Real Objects	23	22

DOOR COUNT

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2017	1561	1730	1941	1777	1879	1887	2305	2567	1604	2451	1630	
2016	1536	1649	1676	1646	1507	1883	2490	3087	1295	1653	1541	1583
2015	1488	1821	1728	1876	2007	1815	2780	2773	1895	2253	1652	1932
2014	1362	1337	1469	1489	1774	1913	2251	2109	1581	1957	1328	1574

PROGRAM ATTENDANCE 2017

	Jan.	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Children	158	262	234	196	140	207	486	405	337	304	77	
YA	110	139	103	48	59	30	42	105	17	163	111	
Adult	142	202	275	192	428	171	142	400	167	325	256	
Total	410	603	612	436	627	408	670	910	521	792	444	

NUMBER OF PROGRAMS 2017

	Jan.	Feb.	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Children	10	16	13	14	9	13	24	22	12	11	5	
YA	17	15	16	9	14	6	6	12	7	15	15	
Adult	31	31	39	29	27	24	22	32	27	29	47	
Total	58	62	68	52	50	43	52	66	46	55	67	

PROGRAMS

Library Sponsored Program	# sessions	attendance
KID		
Storytime	3	32
Game Day	1	11
School Visits	1	34
	5	77
YA		
Anime	1	2
Gaming Club	1	4
LIFT Drama	4	36
LIFT Minecraft	4	24
LIFT Classic	4	37
Movie Night	1	8
	15	11
ADULT		
Knit and Chat	4	19
Social Services	2	5
Computer Café	2	3
Genealogy Club	1	1
Craft Night	1	9
Yoga	4	40
Lake Country Book Club	1	6
IRA Volunteers	5	13
Library Meetings	5	44
STEPS Mtg	1	8
Tutor	13	26
Cornell Survey	2	3
Gourd Class	1	10
Mike Keene Book Talk	1	23
Etsy Computer Class	1	4
Game Night	1	8
FLX Grapes with Alan Lasko	1	31
Photoshop	1	3
	47	256
Totals	67	444